

Minimum Qualification Specifications  
for the Classes:

LEGAL ASSISTANT II AND III

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below and in the amounts indicated in the following table, or any equivalent combination of training and experience.

Class Title	General Experience (years)	Specialized Experience (years)	Total Experience (years)
Legal Assistant II	4	0	4
Legal Assistant III	4	1/2	4-1/2

General Experience: Paralegal work experience which demonstrates that the applicant possesses knowledge of interviewing techniques, rules of evidence, the legal system and procedures, legal research methods and sources of legal information, and that the applicant also has the ability to understand and explain legal processes and procedures, evaluate and analyze facts and legal issues, prepare legal reports, documents and correspondence, speak clearly and follow oral and written instructions.

Specialized Experience: Paralegal work experience for the State of Hawaii which demonstrates that the applicant has knowledge of State paralegal functions and the ability to provide preliminary legal consultation services to State personnel, establish evidence and develop the State's positions in legal cases, perform legal research and prepare drafts, outlines or summaries of legal subjects, laws, statutes, briefs and other legal documents.

**Substitutions Allowed:**

1. Graduation from an accredited Legal Assistant training program with at least sixty (60) semester credits may be substituted for the General Experience requirement.
2. Graduation from an accredited School of Law may be substituted for all required General and Specialized Experience.

3. Partial completion of training at an accredited Legal Assistant training program or at an accredited School of Law may be substituted for the required General Experience on the basis of fifteen (15) semester hours of satisfactorily completed legal or paralegal course work for one year of experience.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

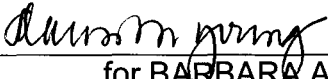
**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specification for the classes LEGAL ASSISTANT II and III, which was approved on April 22, 1983.

DATE APPROVED: 1/3/2012

  
for BARBARA A. KRIEG  
Director of Human Resources Development